



Job Information Pack

Community Outreach Manager

Greenhill Methodist Church

School Lane, Sheffield, South Yorkshire, S8 7RL

Closing date: **9th January 2026**

Interview date: **30th January 2026**

Job title: Community Outreach Manager
Employed by: Greenhill Methodist Church (Charity Number 1130675)
Location: Greenhill Methodist Church, School Lane, Sheffield, S8 7RL

Reports to: Accountable to the trustees of Greenhill Methodist Church through an appointed Line Manager who, in this instance, is the Minister in Pastoral Charge, the Rev Johnathan Haigh.

Key relationships:
(Internal)

- Line Manager
- Church leadership team
- Church officers and volunteers

Key relationships:
(External)

- Sheffield Methodist Circuit
- Ecumenical partners
- Local community groups in Greenhill and feeder areas

Purpose of role:

To manage, enable and develop the current community outreach activities at Greenhill Methodist Church, initiating new work when needed with the primary purpose of serving the local community and to fulfil the Church's objective to make disciples.

Faith/Occupational Requirement:

A faith is an essential requirement for this role and in accordance with Schedule 9 of the Equality Act 2010 there is an occupational requirement that the successful applicant is a practising Christian.

Main responsibilities:

Community Outreach

- To maintain, facilitate and develop ongoing outreach initiatives with families, building on current activities such as Messy Church, Stay and Play, Zone, Youth and Young Peoples activities and fellowships, Who Let The Dad's Out, and family outreach events. This will include appropriate liaison, contribution to programme development, and recruiting, supporting and working alongside volunteers.
- To enable, plan and develop specific events in the church life that will help us reach out into the community. Examples will include community outreach events for Christmas, Easter and Pentecost and family fun days.
- To facilitate activities with older people, building on current groups such as The Meeting Place and Memory Café. This will include creating the programme, recruiting and supporting volunteers.
- To support the church's outreach through worship and service broadcast by liaising with and supporting the Worship Tech volunteer team, sharing knowledge, experience, and contributing to production development.

Evangelism

- To help the church to continue to develop relationships and pathways with the local community which are intentional in sharing the Christian Faith, God's love and making disciples.

- To maintain and develop our relationships with the local community, local community groups, external bodies, local primary schools and ecumenical partners.
- To help user groups and uniformed organisations to engage with our vision of sharing God's love and making disciples.
- To identify courses and materials which will help people we come into contact with to consider the Christian faith, and to support teams to run these courses.

Volunteer Support, Training and oversight

- To have oversight of Stay and Play, offering support to the Volunteers and attending the sessions in order to develop relationships with the parents. To attend the Stay and Play Planning Meetings in order to support the volunteers, agree strategies and arrange appropriate training.
- To recruit volunteers for initiatives such as Messy Church, Stay and Play Groups, WLTD0 etc. and support them with agreed strategies and training to fulfil their role.
- To maintain regular liaison with Zone, Youth and Young Peoples' Fellowship leaders, offering support, and input to programme planning and development.

Other requirements:

- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of the work following discussion with, and agreement, from your Line Manager.
- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- Maintain a good understanding of the culture and values of the Church.
- Attend training and be engaged with your professional development as deemed necessary and in agreement with your Line Manager.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Full-time, 3-year fixed term contract.
Working hours:	37 hours per week (1 FTE).
Work pattern:	A flexible working pattern, to include occasional evening work. <i>Hours are to be worked over 5 days each week, responding to need.</i>
Rate of pay:	£29,100 per annum.
Location:	Greenhill Methodist Church, School Lane, Sheffield, S8 7RL
Annual leave:	Leave for a full-time employee is 33 days inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Training:	<p>We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for your continuing professional development.</p> <p>At the request of your Line Manager there will on occasion be the need to attend training relevant to the role and to the evolving requirements of the Sheffield Methodist Circuit and the wider Methodist Church.</p> <p>Such training might be internal or external and, where possible, it will be undertaken in contracted hours or if this is not practical it will be recorded as time off in lieu (TOIL).</p> <p>Initially, and within the first 3 months of employment, the following training courses must be undertaken and/or any necessary refresher training completed:</p> <ul style="list-style-type: none"> - Methodist Church Foundation Module Safeguarding Training. - Methodist Church Advanced Module Safeguarding Training. - Methodist Church Unconscious Bias Training.

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E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Educated to A-Level or above, or equivalent vocational experience.	Yes		A, I, Q
A recognised biblical theological or practical mission qualification.		Yes	A, I, Q
Knowledge, Skills and Experience			
Experience of engaging with community groups in a variety of ways, building relationships and partnerships.	Yes		A, I
Experience of recruiting, managing and supporting volunteers.	Yes		A, I
Previous experience of Christian outreach work.		Yes	A, I
Excellent organisation skills, able to multi-task and prioritise effectively.	Yes		A, I
Good knowledge of computers and social media platforms, able to think creatively about interacting effectively across the community.	Yes		A, I
Qualities and Aptitudes			
Excellent interpersonal skills with a professional 'can do' attitude.	Yes		A, I
Able to react and adapt positively to changing priorities in order to meet the current and future needs of our Church.	Yes		A, I
Resilient and able to challenge appropriately when needed.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to and understanding of confidentiality.	Yes		A, I
Able to work well independently for periods of time or, when needed, as part of a small established team.	Yes		A, I
Able to establish and develop positive and trusted relationships with a diverse range of stakeholders, both internal and external to the Church.	Yes		A, I
Able to communicate with confidence, both verbally and in writing, in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Any Other Requirements			
Supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Awareness of and sensitive to issues of equality, diversity, inclusion and a commitment to the unique value of the individual in all aspects of life.	Yes		A, I
Committed to embed and promote good practice with safeguarding, GDPR and Data Protection, in line with Methodist policy.	Yes		A, I
A flexible approach to working in response to the evolving needs of the Church and the wider Methodist Church.	Yes		A, I
Be an active participant in relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

Next steps:

Application forms are available from hr@sheffieldmethodist.org. *Once completed, please return to the same email address.*

Anticipated timeline:

1. Closing date:	Friday 9 th January 2026 (Midday)
2. Interview date (in-person):	Friday 30 th January 2026

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Greenhill Methodist Church, S8 7RL.

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.